



# American Studies

at Kennesaw State University

Kennesaw State University  
AMST7500

MAST

INTERNSHIP SITE AND PROJECT DESCRIPTIONS

As of 10/19/2009

## MAST INTERNSHIP SITE AND WORK DESCRIPTIONS

MAST students may participate in a structured internship experience to meet the requirements of AMST7500 Practicum. Guidelines and the application process are outlined in the AMST7500 Handbook, available on the MAST website.

MAST Internships are managed by the MAST Director—not the Experiential Learning Office (though we work with the Experiential Learning Office to identify potential internship sites).

Below we have listed potential internship sites. Note that some sites hire competitively, and some have requirements beyond what we require for AMST7500. You are also welcome to talk with us about other internship possibilities.

**Students who are interested in an internship must make an appointment with the MAST Director *before* applying for internship positions to ensure that students understand and can fulfill the AMST7500 requirements.**

**AUBURN AVENUE RESEARCH LIBRARY ON AFRICAN AMERICAN CULTURE AND HISTORY.** Atlanta, GA  
404-730-4001

The Auburn Avenue Research Library on African-American Culture and History is a Special Library of the Atlanta-Fulton County Library System. It is the first library of its kind in the southeast offering specialized reference and archival collections for the study and research of African cultures. The library is a public facility with non-circulating collections, free services and programs. The library is open to the general public seven days each week.

**AUBURN AVENUE RESEARCH LIBRARY INTERNSHIP OPPORTUNITIES**

**Institution:** Archives Division, Auburn Avenue Research Library on African American Culture and History (AARL) <http://www.afpls.org/aarl>

**Location:** 101 Auburn Avenue NE  
Atlanta GA 30303-2503

**Hours:** Monday-Thursday, 10:00 am to 8:00 pm  
Friday and Saturday, 12:00 pm to 6:00 pm  
Sunday, 2:00 pm to 6:00 pm

**Accessibility:** AARL is accessible by MARTA and individual modes of transportation. Please see the website for train and bus information. Select "Contact" then scroll down for MARTA information and directions. Free parking is available in the lot behind the building.

**Coordinator:** Wesley Chenault, PhD  
Library Research Associate, Archives Division 404.703.4001, ext. 203  
wesley.chenault@fultoncountyga.gov

**Internship hours:** As stipulated by host academic program. Hours available, Monday to Friday, 10:00 to 5:00

*NOTE: Internships are unpaid.*

**Project Objective and Strategies:**

The objective is to gain an introductory knowledge of the function and fundamentals of archives through observation and hands-on experience. Interns at the Auburn Avenue Research Library on African American Culture and History: study the role and function of archives within the setting of a research library in a public library system; develop research skills related to identifying irreplaceable and unique archival material; learn about donor relations activities directly related to collection development; observe and engage in activities related to basic collection processing and preservation according to

best practices and standards; observe and engage in activities related to creating finding aids and other inventories using nationally accepted descriptive standards.

**Qualifications:**

Interns must be enrolled in an approved course at a partnering academic institution, have working knowledge of Microsoft Office Word, be reliable, have good communication skills, and be able to lift materials weighing up to 20 pounds.

**ATLANTA MAGAZINE.** Atlanta, GA Bill Warhop, Editor [www.atlantamagazine.com](http://www.atlantamagazine.com)

*Atlanta* magazine offers a comprehensive intern program for college students and recent graduates interested in magazine journalism and publishing. During an internship, a minimum of fifteen hours of work per week is required. Positions are unpaid but offer invaluable experience in all aspects of magazine journalism.

**Editorial Internships**

Editorial internships are open to college juniors and seniors, graduate students, and recent graduates. A major in journalism or English is preferred. Interns are responsible for fact-checking, proofreading, research, and occasional writing. Candidates should exhibit strong grammar and writing skills and have previous professional experience (preferably at a newspaper/magazine). Internships are available during summer, fall, and winter/spring semesters.

Application procedure

Please send a cover letter by U.S. mail indicating your interest in *Atlanta* magazine and describing your prospective career goals, along with a resume (single-page preferred), two letters of recommendation, and copies of three published clips. Please do not e-mail clips.

Application deadlines

Fall semester: August 15

Winter/spring semester: December 15

Summer semester: April 15 (applications received by April 1 have priority)

**Publishing Internships**

We are now accepting resumes for publishing internships.

Interns have the opportunity to learn the many different facets of magazine publishing, including production, sales, marketing, public relations, event and database development, accounting, and business planning. They assist in creating and executing communications and marketing strategies, researching and coordinating mailings, arranging PR activities, updating website listings, and coordinating special events.

If you are interested in a publishing internship, please contact the specific department you are interested in

(Special Sections, Marketing/PR, Sales).

Special Sections/Custom Publishing internships are open to college juniors and seniors, graduate students, and recent graduates. A journalism major is preferred. Interns are responsible for fact-checking, proofreading, research, and occasional writing. Candidates should exhibit strong grammar and writing skills and have previous professional experience (preferably at a newspaper/magazine).

Each applicant will be evaluated on the basis of his or her resume, recommendations, and writing samples.

#### Application procedure

In addition to a cover letter indicating your interest in *Atlanta* magazine and describing your prospective career goals, send a resume, letters of recommendation, and writing samples. All application materials become the property of *Atlanta* magazine. "Snail mail" and faxes are preferred.

#### Class Credit

Whenever possible, *Atlanta* magazine will assist interns in arranging academic or work-study credit. Please send the above materials and address all inquiries to:

Bill Warhop (editorial department)  
260 Peachtree Street  
Suite 300  
Atlanta, GA 30303  
Fax: 404-527-5585  
wwarhop@atlantamag.emmis.com

#### ATLANTA HISTORY CENTER – Atlanta, GA

<http://www.atlantahistorycenter.com/>

Our past is as vibrant and exciting as our future, and now you can share in both by volunteering. You'll make new friends, contribute to the community, educate the public, gain marketable experience, sharpen your valued skills, and find an outlet for your creative energy or a worthwhile activity for your retirement.

Whether you prefer working on your own or with the public, the Atlanta History Center has a special volunteer job waiting just for you!

#### Administrative/Project Assistant

Duties: Assist in the Volunteer Department with various administrative duties and special projects.

Qualifications: Experience with Microsoft Word and knowledge of Microsoft Excel is not required but helpful. Must have a willingness to learn new computer programs and must be comfortable working on projects independently.

### **Margaret Mitchell Museum Docent**

**Duties:** Volunteers will educate visitors from the local area as well as the far points of the globe, about Margaret Mitchell and her Pulitzer Prize novel, *Gone With the Wind*, and introduce them to her work and philanthropy and its ongoing effect on Atlanta and its citizens.

**Qualifications:** Must enjoy interacting with the public and possess good public speaking skills. Creativity, flexibility and a desire to learn are necessities.

### **Georgia Farmlife Demonstrator**

**Duties:** Volunteers assist with demonstrations and tours of farm for school tours. Requires the ability to learn and demonstrate crafts.

**Qualifications:** Must enjoy working with children and be dependable. Creativity, flexibility and a willingness to learn are necessities.

**For more information, please email the Volunteering department or call 404.814.4115.**

### **BOOTH WESTERN ART MUSEUM, Cartersville, GA**

[http://www.boothmuseum.org/about/about\\_us.html](http://www.boothmuseum.org/about/about_us.html)

The Booth Western Art Museum offers many opportunities for volunteers to get involved. After orientation, volunteers can begin working in several different capacities within the Museum; greeting guests, working in The Store or The Cafe, assisting with programs and events or helping the staff with administrative duties. These are just a few of the opportunities open to you!

For those who are interested in becoming a docent (tour guide), a specialized training session is scheduled to begin in September of each year. This class will equip you with the information you need to lead a successful tour.

For more information, call Marcia Dillard, Volunteer Coordinator, at 770-387-3849 or email her at [marciad@boothmuseum.org](mailto:marciad@boothmuseum.org)

### **CARE, Atlanta, GA**

<http://www.care.org/>

#### **About CARE Internships**

CARE USA welcomes and encourages students who are interested in making a difference in the world to think about an internship. Where will an internship with CARE take you? Perhaps to a new location. Maybe towards new ideas. But most importantly, to a new level of experience. In your internship at CARE, you'll have the opportunity to make a difference in just a few months' time. You'll be able to take what you've learned in school and use it to make a real contribution to the eradication of poverty. The

internship program seeks to provide closely monitored, project-driven professional and practical experience for undergraduate and graduate students interested in contributing to substantive CARE projects and initiatives. Important networking opportunities are also provided through participation in orientations and trainings that will include information on CARE's history, vision, and where individuals from within the organization will share more in-depth information on certain programs. Most summer interns are placed domestically either at CARE USA Headquarters in Atlanta or in US field offices.

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### **General Eligibility Requirements**

To qualify for an internship at CARE, you must meet the following requirements:

- Be at least 18 years of age
  - Interns who hold student visas must obtain appropriate work authorization from their educational institutions.
  - Be enrolled in a relevant undergraduate (Juniors & Seniors only), graduate or post-graduate academic program, or have graduated within the previous four months.
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### **How to Apply**

Applicants who are interested in summer internships are required to complete CARE's Online Internship Application. In order to receive full consideration for summer 2009 internship opportunities, applications must be received by April 17, 2009.

CARE USA also hires interns periodically throughout the year. In these cases, internship opportunities are posted alongside our other positions. Please click here to view our current internship opportunities.

*Internship applicants who receive funding support or academic credit should indicate on their applications the costs that they are able to cover.*

Headquarters:

**CARE USA**  
**151 Ellis Street, NE**  
**Atlanta, GA 30303**

**THE CARTER CENTER.** (Only available in the summer!)  
<http://www.cartercenter.org/involved/internapp/internship/>

The Carter Center is committed to advancing human rights and alleviating unnecessary human suffering. Join us in creating a world in which every man, woman, and child has the opportunity to enjoy good health and live in peace. 2010 Graduate Assistantship Program Opportunities - The programs and offices of The Carter Center are divided into three main areas: peace, health, and operations.

## Human Rights Program

The Carter Center's Human Rights Program is seeking a graduate assistant for the summer session. The Program works with human rights defenders throughout the world and maintains a website about their work and how US policies can either support or damage the efforts of local human rights activists. The Program also operates country-based programs in the Democratic Republic of the Congo and the occupied Palestinian territories.

The graduate assistant will assist in writing various documents for the website, including situation reports, policy analyses, or profiles of human rights leaders. Depending on applicants' abilities, writing and research for the DRC and Palestine projects may also be assigned. Required qualifications: Must be a currently enrolled graduate or professional student who has completed at least one year of graduate study. The graduate assistant also must have excellent diplomatic and interpersonal skills, cross-cultural sensitivity, and the ability to handle stressful situations with professionalism and ease. The ideal candidate will have strong writing skills and possibly a background in journalism. Work or internship experience on Capital Hill would be an asset for following up on policy recommendations. Preferred qualifications: Experience living and working in a developing country. Work experience related to human rights. Compensation: Stipend of \$3,500 for a 10-week, 40-hour-per-week term.

**THE CENTER FOR THE STUDY OF THE CIVIL WAR ERA.** Kennesaw, GA  
Hermina Glass Avery, Center Director <http://www.kennesaw.edu/civilwarera/>  
Internship will involve assistance with the March conference ..... etc.  
INTERNS WILL:

- Assist with the joint KSU/National Park Service sponsored event which will be held in March 18-20, 2010.
- All of the internship opportunities will not pay, but students can get the hours that they need.
- I am working on Internship responsibilities/descriptions/etc and will have that completed by the end of next week.
- I certainly will be needing at least two interns to assist me with the conference
- and also with the new CSCWE newsletter publication, The Blue and Gray Gazette.

**CHATTAHOOCHEE NATURE CENTER.** Roswell, GA <http://chattnaturecenter.org/> 770-992-2055

When the Chattahoochee Nature Center set out to create a new visitor experience, we wanted to model environmentally responsible practices and offer a model that our visitors could incorporate into their homes. The result is the new Discovery Center. Built to meet LEED (Leadership in Energy Efficient Design) standards as set by the Green Building Council, the Discovery Center was designed using environmentally friendly and energy efficient materials and processes. The result is a building that used less energy while being constructed and currently operates with less long term impact on the environment. The new Discovery Center is currently tracking Gold LEED certification, which means that it meets 50-75% of the Green Building Council standards. That meant incorporating over 200 environmentally efficient and friendly practices and materials into the building.

Interns will:

- Assist naturalists with education class/program material preparation.
- Research topic areas of curriculum or conduct surveys.
- Prepare display materials.
- Provide assistance to scheduling office with calls/reservations.
- Must be willing to undertake a variety of tasks and work with all types of people.
- Additional duties as assigned.

**COBB COUNTY YOUTH MUSEUM.** Marietta, GA <http://www.cobbcountyouthmuseum.org/>  
770) 427-2563

Unique among participatory museums, the Cobb County Youth Museum uses role-playing to involve children in the learning experience. Two guided tours of the museum are conducted each school day for elementary, middle school, and junior high classes. During the two guided tours, docents dressed in period costumes lead the tours, involving the children in self-expression through role-playing and lively discussion. Children move through numerous settings and exhibit areas in the museum, participating in an unfolding narrative of selected historic and cultural interest. Several children are chosen to dress in authentic costumes and act out a brief skit at each setting along the tour, bringing history alive in story fashion, much to the delight of their classmates.

Interns will:

- 1) Shadow docents & ultimately present one area of exhibit America's Pathways to Independence to elementary school students [We are booked 2 tours a day through March & will probably completely book April & May school dates].
- 2) Help rewrite second exhibit area for presentation on the American Revolution battles.
- 3) Learn & present puppet show on life of Benjamin Franklin for school tours.
- 4) Help with office/computer preparations for our 40th anniversary celebration as plans develop
- 5) Research possible topics & compose 3 exhibit areas on American history for future exhibits keeping in mind teachers' requests plus adhering to Georgia Curriculum Standards for Social Studies in the elementary grades. We should keep in mind our dramatic, participatory approach in presentations.

**COLLEGE OF THE ARTS @ KENNESAW STATE.** Kennesaw, GA  
Cheryl Brown, Director of Public Relations <http://www.kennesaw.edu/arts/>

The KSU College of the Arts is seeking interns for the Spring, Summer and Fall Semesters.

INTERNS WILL:

- Write press releases about up-coming events.
- Interview artists, students and alumni for Flourish Magazine.
- Provide photography assistance for publicity.

## **CREATIVE LOAFING-ATLANTA - Editorial Internships, Atlanta, GA**

Creative Loafing - Atlanta offers highly competitive internships to active journalism students. The internships offer students an opportunity to gain real-world experience at the Southeast's leading alternative weekly and Georgia's second-most widely circulated newspaper.

As a small organization with a commitment to the very best journalism, we give interns a chance to learn how decisions are made. Interns are encouraged to pitch story ideas to all editors and sections of the paper, but we hold them to the same standards as our professional writers. Most interns leave their internships with a set of clips and have even contributed to feature stories and award-winning pieces. Creative Loafing interns are highly successful, self-motivated students and some have gone on to top graduate journalism programs, positions at other papers as well as working with Creative Loafing .

The best interns are assertive, ambitious and organized. Each candidate should have some journalism experience and must be working toward a degree. Additionally, candidates must be receiving credit for the internship. Do we make exceptions? NO. Students with published work preferred. We require a minimum commitment of 12-16 hours per week.

The number of interns working with the editorial staff varies but these are the general areas where most interns work:

**Events:** Interns support the events editor with both Happenings and Arts Agenda listings. It is an information bank of the arts and entertainment events taking place throughout metro Atlanta. Events interns also contribute to See & Do, a weekly round-up of the city's best events. As they establish their skills, interns may also write briefs and contribute to other sections.

**Food & Drink:** An intern interested in cuisine writing will assist the food editor in keeping up-to-date on restaurant listings, including the online Good Eats category that includes reviews of hundreds of Atlanta restaurants, as well as dealing with Web content and fact-checking.

**Music:** Music interns compile music listings, help organize and administer the local music archives, and assist the music editor in various projects. Once they have demonstrated their skills, music interns may be called upon to write record reviews or weekly music highlights. Atlanta has a vibrant music scene; this section is one of the most popular and largest parts of the paper – and for writers, one of the most competitive. Pressing deadlines on Fridays; availability will be considered in placement.

**News:** Interns interested in covering hard news work with our award-winning staff writers and editors in the news department. News interns maintain our civic-related events and assist reporters in researching stories, compiling information and fact-checking. Pressing deadlines are on Fridays and Mondays; availability on those days will be considered in placement.

**Photography:** The photography intern works alongside our award-winning photographer and is assigned stories on an as needed basis. Along with this responsibility the intern assists the editor in archiving photos and working with digital mediums. Personal equipment and experience a plus. Prior knowledge of Toast, Adobe PhotoShop or Cumulus is helpful but not a requirement. Must have a reliable motor

vehicle – no exceptions. The photography internship is for students who plan to become professional photographers rather than writers and would like to learn how to shoot.

Online: Interns interested in building their online skills and learning about web publishing will work with our online producer. Candidates can look forward to working on the CL publishing platform, promoting CL's content on social networking sites and aggregators, and assisting with blogs and podcasts. Some data entry work may be involved. Familiarity and knowledge of the following is helpful, not required: blogging software (Wordpress, Blogger, Livejournal), Flickr, Facebook, Twitter, HTML. Candidates with advanced online skills are encouraged to pitch their own projects and ideas to the web editor.

Although we'll work with students regarding schedules and deadlines, we generally try to stick to three separate terms: fall (late August through late December), spring (early-January through early May), summer (mid-May through mid-August). Deadlines for application packets are: November 15 for the spring, March 15 for the summer and August 15 for the fall. To apply, please send a cover letter (explaining how the internship will fit into your course of study), a resume, two references (with e-mail and phone number), and three samples of your work to:

Alicia Wages, Creative Loafing, 384 Northyards Blvd., Suite 600, Atlanta GA 30313, or [alicia.wages@creativeloafing.com](mailto:alicia.wages@creativeloafing.com). Please no phone calls or surprise visits.

**NOT FOR SALE-GEORGIA.** Acworth, GA  
Mark Hoerrner, SE Regional Director (GA, FL, SC, NC, KY, TN, AL)

State Director, Georgia [http://notforsalega.org/nfs\\_intern\\_program\\_spng2010.pdf](http://notforsalega.org/nfs_intern_program_spng2010.pdf)  
[markh@notforsalecampaign.org](mailto:markh@notforsalecampaign.org)

Not For Sale organized in Georgia in late 2007 as a grassroots expression of the Not For Sale Campaign mission in our state. We are engaged in recruiting and motivating volunteers to work in Rescue and Restore Coalition member efforts, volunteer-initiated projects (open source activism) and in our own advocacy, detection and victim support initiatives. We use the platform of A.R.T.E. - Advocacy, Research, Training and Engagement in guiding our activities in the state.

This is a competitive program and, as such, requires an academic selection process. Students interested in the NFS-GA intern positions must have/submit the following:

- a letter of intent to apply for the internship that outlines the student's academic and work history, career goals and reasons as to why they would be the best candidate for the position;
- a minimum 2.5 cumulative GPA;
- a letter of reference from a faculty member at an accredited institution of higher learning; and
- all applicants must be full- or part-time students at an accredited college or university in the state of Georgia

Additionally, graduate students must:

- submit a letter that identifies their degree committee and notes how their internship experience will enhance their theses or dissertations central theory. If unrelated to human trafficking, the letter must explain how the internship will develop the chosen thesis or dissertation topic or fulfill another aspect of the graduate program's curriculum.

All applicants should forward their information to NFS-GA Internship, 3300 Cobb Parkway, Suite 17 PMB 323, Acworth, Ga. 30144 or via email to [markh@notforsalecampaign.org](mailto:markh@notforsalecampaign.org). The deadline is December 15, 2009.

### **Research Graduate Intern**

Semester Hours: 6

Physical Work Hours: 20 per week

Specialty Area: Education/Outreach

Objective – To address problem identification where secondary schools do not have adequate outreach programs talking about human trafficking; to assist in preparing an annual research report (GAHTOR), and to utilize and oversee various investigative programs including Georgia's work with SlaveryMap.org and our High Probability Mapping Database.

The Graduate Education Intern performs the following duties:

Contacts local educators about getting human trafficking education into the classroom, either as a full semester project or as intermittent integration; contacts local colleges and universities about using Not for Sale as a teaching component (along with the College Toolkit and Instructor's Guide); works with the Regional Director and Deputy Director to manage data collection and reporting as well as case profiling in public and non-public databases. This position does not have a mapping requirement. This intern post may perform other duties as required.

### **Advocacy/Awareness Graduate Intern**

Semester Hours: 6

Physical Work Hours: 20

Specialty Area: Awareness/Advocacy

Objective – To enhance existing operations in all facets of awareness and advocacy programs being promoted by the state operation. The Graduate A/A Intern will perform the following: Attends monthly meetings with the Director as schedule allows; attends monthly meetings of various coalitions and networks as the organization's representative; assists in the planning and implementation of awareness events, including coordinating a regional campus coalition; participates in the organization of a Medical Conference in Georgia (may be regional as well); assists partner organizations with awareness-raising events; conducts three hours of mapping research; and other duties as may be required.

### **Advocacy and Awareness Intern**

Semester Hours: 3

Physical Work Hours: 10-20 per week

Specialty Area: Awareness/Advocacy

Objective – To augment and enhance Not For Sale Georgia's awareness and advocacy projects. The A/A Undergraduate Intern performs the following duties: Assists in the planning and implementation of the semester's awareness and advocacy projects; assists in the preparation of advocacy and awareness materials; participates as an organizer in the Georgia and national Advocacy Days program; generates communications with NFS members; conducts three hours per week of mapping research; and other duties as may be required.

## Internship General Information

All NFS Internships at this time are unpaid.

All NFS Internships will carry semester hour credit as decided by NFS and the student at the time of offering the internship. A log of hours must be kept and certain requirements, such as mapping project hours, are non-negotiable. While they do not have to be done in specific blocks and may be broken up throughout a given week, they must be completed weekly. In the case of illness, missed hours from one week may be made up the following week.

All information obtained on behalf of and noted during an internship is to be considered confidential. Communicating such information to outside parties whether through electronic media, writing, speech or other form of communication may be considered jeopardizing current or future cases and may be prosecuted as obstructing justice with regard to investigative case files. All such files are confidential and are the sole property of Not for Sale Georgia.

All students must sign a Notice of Confidentiality.

All internships offered by NFSGA are exclusive of race, gender, age, religious preference, or sexual orientation. Merit of application is the only decision factor. Applicants may be asked to clarify their application via an in-person interview. Applicants must agree to criminal background checks in order to qualify for the internship.

**GIRLS, INC. OF GREATER ATLANTA.** Marietta, GA <http://www.cobbcountyouthmuseum.org/>  
Karolina Klinker, 770-422-0999

*Girls Incorporated* is a national nonprofit youth organization dedicated to inspiring all girls to be strong, smart, and bold. With roots dating to 1864, Girls Inc has provided vital educational programs to millions of American girls, particularly those in high-risk, underserved areas. Today, innovative programs help girls confront subtle societal messages about their value and potential, and prepare them to lead successful, independent, and fulfilling lives.

Outreach Administrative Assistant Job Description: The Outreach Administrative Assistant is responsible for assisting the outreach director with the clerical aspects of the outreach department including: office assistance, data input, marketing material development, and community research. Candidates must be organized and creative self starters who are available during the day.

Outreach Facilitator Job Description: The Outreach Facilitator Intern is responsible for facilitating health related Girls Inc programs in the community, assisting the outreach director with marketing opportunities and providing clerical support to the department. Must have reliable transportation and willing to travel, experience with youth, and high comfort level with sensitive topics

For more information or to send a resume, please contact Karolina Klinker, Outreach Director, at [kklinker@girlsincatl.org](mailto:kklinker@girlsincatl.org) 770-422-0999

After School Program Coordinator Job Description: After school program intern is responsible for assisting with programs for girls during the hours of 3-7pm M-Fri. This position is responsible for facilitating programs, tutoring, group management, and assisting the center director.

For more information or to send a resume, please contact Jenny Thompson, Director of Programs, at [jthompson@girlsincatl.org](mailto:jthompson@girlsincatl.org) 770-422-0999

At the Downtown Office  
1100 Spring Street Suite 700  
Atlanta, GA 30309

Information Technology Intern Job Description: this position will be responsible for the following:

- Updating and maintaining a new website design for Girls Inc.
- Keeping web content and contact information pertinent and relevant
- Updating and maintaining the donor database
- Entering contact information for donors and prospects into donor database
- Filtering old contact information and ensuring that contact information is correct and up to date.

For more information or to send a resume, please contact Grace Eagar, Fund Development Director, at [geagar@girlsincatl.org](mailto:geagar@girlsincatl.org) 678-686-1740

Girls Inc of Greater Atlanta is looking for candidates who are passionate about changing the lives of girls and desires a reliable intern who can help the organization serve the community.

**HIGH MUSEUM OF ART.** Atlanta, (Midtown) GA <http://www.high.org/> 404-733-HIGH

The High Museum of Art offers innovative learning opportunities that appeal to curious learners of all ages. Through a rich array of engaging activities and workshops, the museum is the perfect place to explore, create and discover while learning about art. Most programs are free with museum admission. Discover more about how you can enrich your understanding of the works of art in the museum's permanent collection and special exhibitions. Educational programs for children to adults.

**Summer Internships available by application before March 2, 2010. Info can be found here:**  
[http://www.high.org/res/pdf/education/HMA\\_InternInformation\\_2009.pdf](http://www.high.org/res/pdf/education/HMA_InternInformation_2009.pdf)

**HISTORIC OAKLAND FOUNDATION.** Atlanta, GA  
<http://www.oaklandcemetery.com/>

Less than a mile from the heart of downtown Atlanta, a hidden treasure, a secret sanctuary, welcomes you. This garden cemetery, founded in 1850, is the final resting place of many of Atlanta's settlers, builders, and most noted citizens like Bobby Jones, Margaret Mitchell, and Maynard Jackson. It is also a showplace of sculpture and architecture, and a botanical preserve with ancient oaks and magnolias. Here in this peaceful place the full scope of the city's rich and fascinating history unfolds before you.

From a hilltop in Oakland Cemetery, General John B. Hood watched the Battle of Atlanta, and nearby lie soldiers from both sides who died in it. From that point you will have one of the best views of Atlanta's

growing skyline, and you will begin to understand the people who came together to make Atlanta what it is today.

Volunteer Opportunities Oakland's 2nd Saturday clean up projects are scheduled for the second Saturday of every month from 8:30 a.m. until noon. Volunteers assist with general landscaping duties that vary seasonally, with a focus on gardening with historic and native plants in a landscape shaped by Victorian traditions and sensibilities. Emphasis is placed on garden areas, and occasionally on basic historic preservation tasks. Volunteers (age 14 to 18 must be accompanied by an adult) will be needed! Please pre-register with Kevin Kuharic at [kkuharic@oaklandcemetery.com](mailto:kkuharic@oaklandcemetery.com).

Historic Oakland provides the perfect volunteer opportunity for anyone interested in cemeteries, history, historic preservation, art, architecture, gardening or assisting with special events. Oakland volunteers enjoy a like interest in sharing their time and talents to further the mission of Historic Oakland Foundation. For more information regarding volunteer opportunities, please download and complete this form and return to:

**Historic Oakland Foundation**  
**248 Oakland Avenue, S.E.**  
**Atlanta, GA 30312**  
**Attention: Mary Woodlan**

**INTERNATIONAL RESCUE COMMITTEE.** Decatur, GA [www.theirc.org](http://www.theirc.org)  
4151 Memorial Dr # 201C, Decatur, GA 30032-1597 (404) 292-7731  
Contact Harriet Kuhr, Manager – Resettlement Services: [harriet.kuhr@theIRC.org](mailto:harriet.kuhr@theIRC.org) or phone: 404-292-5325, ext. 28. - The IRC is on the ground in 42 countries, providing emergency relief, relocating refugees, and rebuilding lives in the wake of disaster. Through 24 regional offices in cities across the United States, we help refugees resettle in the U.S. and become self-sufficient.

We are hiring for Spring internship positions. All positions are unpaid, but we can provide documentation of volunteer or internship hours for course credit. We are currently hiring for:

- Logistics Intern
- Emergency Preparedness
- Immigration
- Operations
- Research Assistant
- Advocacy and Outreach
- Reproductive Health
- Case Management
- Employment
- Professional Pathways
- Health Promotion and Communication

To apply, e-mail a cover letter and your resume to [jessica.li@theIRC.org](mailto:jessica.li@theIRC.org). Please note that there are often more applicants for internship positions than there are positions. Unfortunately, we are unable to accept all qualified applicants. Preference will be given to applicants whose skills and experience match IRC's current intern needs and demonstrate passion and dedication to IRC's mission. No calls, please.

**KENNESAW MOUNTAIN BATTLEFIELD PARK.** Kennesaw, GA <http://www.nps.gov/kemo/index.htm>  
770-794-5733 – Stanley Bond, Superintendent & Benita Duling.

Kennesaw Mountain Battlefield is a 2,923 acre National Battlefield that preserves a Civil War battleground of the Atlanta Campaign. There are 3 battlefield areas: In front of the Visitor Center, off Burnt Hickory Road and the main site is located at Cheatham Hill [then commonly known as the Dead Angle]. The visitor center provides introductory information about the Battlefield and the battle. While walking some of the 17.3 miles of interpretive walking trails you will see historic earthworks, cannon emplacements and various interpretive signs.

**KENNESAW STATE UNIVERSITY. KSU Archives & Rare Book Room.**

<http://www.kennesaw.edu/archives/mission.shtml>

The Department of Archives, Special Collections and Records Management consists of interrelated entities: the Kennesaw State University Archives and the Bentley Rare Book Gallery.

**The University Archives** - The mandate of the University Archives is to identify, preserve, make available, and incorporate into the curriculum archival records and papers of enduring value documenting the growth and development of programs, and the people, campus, and events in the life of the University. The secondary mission of the Archives is to serve as a research destination by developing a robust, comprehensive archival collection documenting the history and development of Cobb County and the northwest region of the state of Georgia.

**Bentley Rare Book Gallery** - The charge of the Bentley Rare Book Gallery is to preserve and develop its collection of rare, unique and historic books. Our mission is to use the collection to inculcate an appreciation of the book among students and members of the KSU community, serve as a resource for researchers and scholars, and enhance the curriculum through hands-on experience.

**LATIN AMERICAN ASSOCIATION – Marietta, GA (Franklin Road Outreach Center)**

Sarah Marske, <http://www.thelaa.org/> Fax: 404-638-1806.

Thank you for your interest in joining the LAA team as an intern! The LAA offers a variety of internship opportunities that provide students valuable, hands-on experience in a Spanish-speaking environment. Check out our internship opportunities below!

- Communications & Public Relations Interns
- Community Outreach Interns
- Education & Employment Program Interns
- Fundraising and Business Development Interns
- Immigration Legal Services Interns
- Inspira! Youth Initiative Interns
- Inspira! Youth Summer Program Interns
- Special Events Interns
- Volunteer Program Interns

**MARIETTA MUSEUM OF HISTORY.** Marietta, GA <http://www.mariettahistory.org>

770-794-5733

Today the museum houses four galleries featuring collections from Local History, Home Life and the Military. Unique to our museum is the Civil War collection featuring the history of the Georgia Military Institute, the story of the only slave buried in the Marietta Confederate Cemetery and the distinction of involvement in the infamous Union plot to steal the Confederate Locomotive called The General. The Marietta Museum of History is dedicated to preserving the history of Marietta and Cobb County by providing an educational, enlightening, and engaging experience. Join us in preserving our past at the Marietta Museum of History!

**MIDTOWN ASSISTANCE CENTER.** <http://www.midtownassistancectr.org/>

The Midtown Assistance Center (MAC) is a non-profit, inter-faith organization whose mission is to provide emergency assistance to the working poor of Midtown and Downtown Atlanta to prevent homelessness and hunger during periods of crisis. Since 1986, the Midtown Assistance Center, with the support of donors and volunteers, has helped in over 95,500 emergency situations by providing men, women, and their children with rent and utility assistance, groceries, work clothes, transportation to employment and interviews, counseling and referrals to other services.

**THE MUSEUM OF HISTORY AND HOLOCAUST EDUCATION.** Kennesaw, GA

Dr. Catherine Lewis, Director

Directed by Dr. Catherine Lewis, the MHHE's mission is to promote diversity, build character, and encourage respect through exhibits and public programs that are free and open to the public. The Museum of History and Holocaust Education has numerous volunteer opportunities, and we would like to welcome you to our team. Please complete our volunteer application and fax it to 770.420.4432 or email Patricia Mosier at [pmosier@kennesaw.edu](mailto:pmosier@kennesaw.edu).

INTERNS WILL:

- Prepare K-12 curriculum development (activities, lectures, and web curricula).
- Coordinate K-12 group tour coordination, leadership, and evaluation.
- Promotional and collaborative projects with other area museums and institutions.
- Develop our summer institutes for students and local High School teachers.
- Develop and promote the traveling exhibits.
- Develop and promote the KSU-Museum partnerships (with library archives, service-learning opportunities, study abroad, Volunteer KSU, undergraduate research).
- Assist in developing museum advertising, promotion and community outreach.

We work closely with many local middle and high schools, and those relationships create an obvious opportunity. We are also currently undergoing a comprehensive renovation and addition to the curricula on our website, so we could use help on that project as well. Finally, we expect to be planning for a new exhibit in Spring 2010, which would make an exciting opportunity for a student looking for a long-term experience in actually developing and curating an exhibit.

**PEACE CORPS** – Atlanta, GA  
<http://www.peacecorps.gov/>

Today's Peace Corps is more vital than ever, working in emerging and essential areas such as information technology and business development, and committing more than 1,000 new Volunteers as a part of the President's Emergency Plan for AIDS Relief. Peace Corps Volunteers help countless individuals who want to build a better life for themselves, their children, and their communities.

Master's International (MI) has made available the unique opportunity of integrating a master's degree with overseas service in a variety of fields at over 60 academic institutions nationwide. Established in 1987, Master's International produces Peace Corps Volunteers with additional education and skills to serve overseas.

As a prospective student, you should apply to your graduate school(s) of choice first, and when accepted, submit your application to the Peace Corps. After completing your initial course work and receiving your Peace Corps placement, you will travel to your respective site and begin training. Once overseas, you are given an assignment according to the needs and requests of your host country. While overseas, your primary responsibility is the project and community to which you have been assigned. Your academic requirement will grow out of your Volunteer work.

The degree requirement may be a thesis, paper, or other culminating project, developed with the direction of your faculty and with the approval of Peace Corps overseas staff. You must be flexible and, in some cases, creative when transforming your Volunteer service into your graduate work. After completing your Peace Corps service, you will return to either finish your graduate course work. Now, you have the advantage of having applied theory to practice, while working overseas. You will return with a changed world view and the skills and education to continue to make a difference.

**For inquiries about Master's International, please contact your Peace Corps regional office at 800.424.8580. For Fellows/USA programs you may contact Fellows/USA at 800.424.8580 extension 1440.**

**PUBLIC BROADCASTING ATLANTA (WABE-FM 90.1-WPBA-TV30).** Atlanta, GA  
[http://www.pba.org/dictator/media/3722/pba\\_internship\\_program\\_package.pdf](http://www.pba.org/dictator/media/3722/pba_internship_program_package.pdf) - (678) 686-032  
INTERNSHIP PROGRAM

Public Broadcasting Atlanta (PBA) offers internship opportunities in the following areas: Radio Programming, Television Programming, Development, Production, Membership Services, IT, Human Resources and Engineering. The internship program is designed to provide students with an opportunity to learn about broadcasting and the supporting areas of Radio and Television. Internships with Public Broadcasting Atlanta are unpaid.

## **Current Internship Opportunities**

**Lens on Atlanta**-Lens on Atlanta is a new social community that is being developed to promote the arts, education, and civic engagement within metro Atlanta.

**Responsibilities:** Assist with and monitor user-generated content including text, photos and video insure that it meets and maintains community standards. Write and maintain a Lens on Atlanta blog. Engage in social networking sites to build conversations around Lens on Atlanta. Provide administrative support to Lens on Atlanta staff as needed. Candidates must be available to work 12-15 hours a week between August and December 2009. This is a paid internship.

The ideal candidates will have a strong interest and knowledge of social networking; have strong written and verbal communication skills, and be motivated self-starters. Familiarity with content management systems is a plus.

**Atlanta Forum Network: Video Production** - The Atlanta Forum Network (AFN) is dedicated to archiving video and audio recordings of local discussions, speeches and presentations by scholars, authors, artists, scientists, policy makers and community leaders on a rainbow of educational and interesting topics.

**Responsibilities:** AFN is looking for volunteers or students to assist in archiving events by using personal or furnished recording equipment such as video camera and microphone, by the program. AFN does provide the videotape stock. Most of the events occur during the week and would require some evening work. Transportation is not provided. We can reimburse for mileage.

The ideal candidate will have basic camera training and prior experience in recording. Students will be part of an exciting community outreach project that extends Atlanta's cultural and education events to a global audience, and we appreciate your support.

**Qualifications:**

Candidate must be a student: High School, College, or Graduate School. The internship you are applying for should benefit your major/minor area of study or degree. Interns are expected to work between 10 and 30 hours a week during 8-12 week internship period. Internships are offered during the summer, fall, winter, and spring, quarters/semesters. Internships are for academic credit and must be approved by your school or university.

**Application Procedures:**

- Complete and Forward the attached application with cover letter and resume.
- Provide two professional or academic letters of reference.
- Make sure to indicate the area(s) you are interested in working, as well as the quarters/semesters during which you wish to intern.
- PBA's Human Resources Department will review all applications.

**Mail Applications to:**

Public Broadcasting Atlanta  
Human Resources Department

740 Bismark Rd., N.E.  
Atlanta, Georgia 30324  
or Fax: (678) 553-3026

**SIERRA CLUB – Centennial Group of the Georgia Chapter of the Sierra Club,** (Meets at Life University Campus) Marietta, GA, Email: [gacentexcom@gmail.com](mailto:gacentexcom@gmail.com).

The following is the Centennial Group's Position Statement for the preservation of the Johnson Ferry North Unit, including Hyde Farm of the Chattahoochee National Recreation Area, as a limited access area.

Members of the Centennial Group of the Georgia Sierra Club have been very actively involved for over four years in procuring and funding Hyde Farm and preserving it as a living exhibit of farming and for the environmental protection of the surrounding park land. The intent is to use it heavily as a 'hands on' teaching tool for school children throughout the metro area. The farm also has the potential to become a farm cooperative to help defray operating costs. It is currently being farmed by a caretaker retained by Cobb County who had already worked with Mr. Hyde.

For more information, please contact Marjorie Thomas, Education Coordinator, Chattahoochee River National Recreation Area, at 678-538-1243.

#### CONSERVATION

Please consider joining one of these ongoing campaigns:

Clean Water - Ina  
Allison([Allison@loma.org](mailto:Allison@loma.org))

- Adopt-A-Stream - 3 teams
- River Clean-ups
- Monitor local water management plans

Smart Energy - Tom Barksdale  
([TBarksdl@aol.com](mailto:TBarksdl@aol.com))

- No New Coal
- Alternative Energy
- Conservation

Recycling Wolfgang Tiedtke  
([wtiedtke@bellsouth.net](mailto:wtiedtke@bellsouth.net))

- Research current recycling options in Cobb, Cherokee, and North Fulton
- Advocate for 'best practice' recycling in our area

**SOUTHERN CENTER FOR HUMAN RIGHTS.** Atlanta, GA

Amanda Parks, [aparks@schr.org](mailto:aparks@schr.org). <http://www.schr.org/about/internship>

#### HUMAN RIGHTS INTERNSHIP:

The Southern Center's Human Rights Internships provide undergraduate, graduate, and law students

with hands-on training in all areas of capital and civil rights litigation and advocacy. Each year students from schools across the country and abroad spend an entire semester or summer at the Southern Center completing a variety of assignments under the supervision of experienced staff.

Interns assist staff attorneys in all aspects of our work. Depending on what needs to be done in our cases at a given time, interns should expect to do several of the following task while they are at the SCHR: conduct legal research and draft pleadings, motions, and briefs; locate and interview witnesses; visit and interview clients; monitor court proceedings for human rights violations; represent inmates before the Alabama parole board; participate in case strategy sessions; locate, obtain, and organize documents, gather statistical data; read and digest transcripts; assist in conducting inspections of jails and prisons; conduct social science and other research; assist in locating and preparing expert witnesses; research public policy issues and prepare policy reports; respond to requests for information from the public or people in prison; and attend depositions, press conferences, court hearings, and arguments.

We give our interns a great deal of responsibility, and they have been instrumental in many of our successes. For example, law students researched and helped draft portions of a brief to the United States Supreme Court in *Snyder v. Louisiana*, which was later argued by SCHR President and Senior Counsel Stephen Bright. Interns' assistance in investigating prison conditions have led to court orders and settlements that have greatly improved the lives of thousands of incarcerated men and women in Georgia and Alabama.

We expect our interns to be committed, to work hard, to have fun, and to learn a great deal. As many of SCHR's clients are in prisons outside of the metropolitan Atlanta area, our interns are often asked to travel with attorneys, investigators, and other interns throughout Georgia and Alabama. During the summer, the Center provides interns with a multiple-day orientation and training program in which interns gain substantive background knowledge on SCHR's work, including the legal and procedural aspects of the death penalty appellate process and the legal grounds for prisoners' rights cases. Additional training sessions including brown-bag lunchtime talks, film screenings, and join activities with other organizations are held throughout the summer. The SCHR's small staff ensures that interns receive regular supervision and support. Upon completion of their assignments interns review their findings with the attorneys and develop follow up action plans.

Students enrolled in semester long programs may receive academic credit from their schools, while those in our summer long program often receive work study or other financial support from their schools. Although SCHR pays for business-related travel expenses, we are generally unable to provide financial assistance to our interns.

Application deadlines and how to apply for an internship: Internships applications are accepted on a rolling basis until all positions are filled. SCHR is currently accepting applications for Spring and Summer 2010. All applications for internships must include the following:

- cover letter (including an email address)
- recent resume
- writing sample
- list of references

Applications should be submitted by mail with 2 copies of all application materials.

- Applications should be addressed to:
- Amanda Parks
- Southern Center for Human Rights
- 83 Poplar Street, N.W.
- Atlanta, GA 30303
- You may email applications if that is more convenient for you. Please do not fax applications. All applications must include an email address at which you can be reached. For more information please email Amanda Parks at [aparks@schr.org](mailto:aparks@schr.org).

**THE SOUTHERN MUSEUM.** Kennesaw, GA <http://www.southernmuseum.org/>  
770-794-5733 *Jennifer Legates*, Director of Curriculum & Educational Initiatives

Take a trip back in time to the Southern Museum of Civil War and Locomotive History in Kennesaw. One of the top metro Atlanta museums, the Southern Museum has three impressive permanent collections and a membership in the prestigious Smithsonian Affiliations Program. This world-class Atlanta tourism attraction offers a wide range of exhibits, including a glimpse into the daily lives of soldiers in its Civil War collection; a reproduction of a turn-of-the-century locomotive assembly line from the Glover Machine Works; and an exciting depiction of the Civil War's Great Locomotive Chase, featuring the General locomotive. A special gallery features traveling exhibits from the Smithsonian Institution Traveling Exhibition Services (SITES) as well as other sources. Info on internships is here: [http://www.southernmuseum.org/job\\_opportunities.htm](http://www.southernmuseum.org/job_opportunities.htm)

Interns will work in these areas:

- Curatorial
- Library and Archives
- Education
- Museum Studies

**SPRAYBERRY HISTORY ACADEMY,** Marietta, GA  
Michelle Lockett, Director, (770) 578-3200  
Sprayberry High School Becomes First Gilder-Lehrman Institute Affiliate School in Georgia

In January 2009, Sprayberry became the first high school in Georgia to affiliate with the Gilder-Lehrman Institute of American History in New York City. The Institute promotes the study and love of American history. It helps create history-centered schools, organizes seminars and programs for educators, produces print and electronic publications and traveling exhibitions, sponsors lectures by eminent historians, and administers a History Teacher of the Year Award in every state through its partnership with Preserve America.

As a result of this affiliation, the school became eligible to host a Saturday History Academy program. The Academy is an intense six-week program focusing on variety of classes in specific strands of American history that normally would not be covered in a traditional American history class. These classes will enhance the U.S. History curriculum by exposing students to an intensity of study that could not be offered during the school day, while strengthening the areas of critical thinking, writing and debate.

What makes the Saturday Academy unique is that it is truly a community-supported program. Funding is provided through private and business endowments. Instructors are local content experts, university professors as well as current and retired educators. The Academy's academic theme for 2009-2010 is "Innovation in History – Impact & Change."

**STAND UP FOR KIDS, Atlanta, GA**

<http://www.standupforkids.org/standupforkids/app2.asp>

- Board Executive (Serve on the Board of Directors)
- Executive Director / Co-Executive Director
- Program Support
- Director of Fund Development / Asst. Fund Development
- Grant Writing (Applying for government and private grants)
- Street Counselor (Working Directly with Homeless and Street Kids)
- Leadership Management / Assistance
- Kid Development Staff (Assist with Programs for Kids)
- Outreach Sponsor (Meal Preparation)
- WEB Development (Site design, Page layout, ext.)
- News Letter Reporter (Interviews and articles)
- Graphic Artist & Illustrator
- Director of Adult Training / Asst. Director of Adult Training
- Director of Marketing / Asst. Marketing
- Director of Outreach / Asst. Outreach
- Director of Volunteers / Asst. Volunteers
- Regional Training & Presenting
- Fund Development Staff
- Survey Assistant (Conduct local survey of homeless)
- Hats Off For Kids

**TELLUS MUSEUM, Cartersville, GA**

<http://www.tellusmuseum.org/supportus/volunteer.htm>

Join the Tellus family and become a volunteer!

Where You Can Make a Difference...

- Education: Volunteers and explainers receive training to conduct educational programs, lectures, informal tours and hands-on activities for guests.
- Special Events: Helping with registration, parking, acting as tour guides and greeters, decorating and much more.
- Guest Services: Volunteers may assist the store in assembling souvenir packs, stocking shelves, pricing and inventory. They may also act as “Greeters”, assist in the Café, Planetarium and other galleries.
- Collection Services: Led by the Curator, volunteers can assist in caring, cataloging, organizing and the inventory of collections.
- Administration / Clerical: Assist staff in the Membership, Marketing, and Volunteer departments with mailings, creative projects and special announcements.

For more information, please call the Volunteer Coordinator at (770) 606-5700 ext. 421.

#### Benefits of Volunteering...

- Museum library privileges
- Receive quarterly newsletters
- 20% discounts in both Café and the Store
- Unlimited free admission to Tellus: Northwest Georgia Science Museum for immediate family members
- Regular free admissions to the Booth Western Art Museum and the Bartow History Museum
- Invitation to special recognition events
- Member pricing on ticketed events
- Special travel opportunities

#### **TURNER BROADCASTING STUDIOS, Atlanta, GA** <http://www.turner.com/careers/internships.html>

Students@Work Internship Program in Atlanta is designed to provide on-the-job experience to student volunteers.

In our Atlanta offices, internships are available in the following areas:

- CNN
- Turner Entertainment Networks
- TBS International
- Turner Network Sales
- Turner Sports
- Turner Broadcasting Corporate offices
- CNN Newsource Sales

#### **Requirements for Student Interns**

- College junior, senior or graduate student (students must still be enrolled in school during the time of the internships)
- Strong Academic Record
- Resume and Cover Letter - submitted on-line via (see below for Web site address)
- Some Internships require Course Credit
- Proper Visa Authorization for International Students

**Internship Application Deadlines**

To apply for an internship at our Atlanta offices, we invite you to create a candidate profile and submit your resume on the Time Warner careers Web site. Please select "Turner Broadcasting System" as the Time Warner division and "Intern" as the position type to view our opportunities. Please be sure to apply to each individual internship posting you are interested in on the website.

Season:	Internship Term:	Deadline:
Spring 2010	February 1 - April 23	December 11, 2009
Summer 2010	June 7 - August 13	March 12, 2010
Fall 2010	September 13 - December 3	July 31, 2010

**Application Status Inquiries**

Unfortunately, due to the overwhelming interest in our program, we cannot respond to application status inquiries. You will be contacted for an interview if you are being considered for a position in the Internship Program.

**Salary and Benefits**

Internships provide a supplemental learning experience for the student. All internships with Turner Broadcasting System, Inc. and its subsidiaries are unpaid.

### **Housing and Transportation**

Interns are expected to find their own housing and transportation to work. Public Transit passes may be provided.

### **Beyond the Internship**

Interns are not guaranteed employment after their internship period. However, Interns may apply for Full-time and Part-time positions as well as other Trainee Programs.